



COMMONWEALTH OF MASSACHUSETTS  
INTERDEPARTMENTAL SERVICE AGREEMENT (ISA) AUTHORIZATION FORM

**SCOPE OF SERVICES** Include statement of purpose; justification for ISA; why Seller department selected; responsibilities of the parties; any relevant definitions; a schedule of performance or completion dates if applicable. The Departments must also include a justification statement if state appropriated funds are being used to fund permanent state personnel of the Seller Department (see 815 CMR 6.04) and a justification statement if the Seller Department plans to hire contractors to perform the ISA (see 815 CMR 6.04). *[Attach as many additional pages as necessary if this page is not sufficient. ISAs greater than \$250,000.00 are required to submit complete documentation].*

Completed Forms should be submitted to: The Office of the State Comptroller c/o Procurement Unit One Ashburton Place - 9th Floor Boston, MA 02108